

Immunization Program

VFC Provider Education Program

Instructions and Supplemental Information

(Revised April 2016)



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1. INTRODUCTION TO VFC PROVIDER EDUCATION

The Montana Immunization Program is required to provide education to enrolling Vaccines for Children (VFC) providers on two subjects: the basics of the VFC Program and vaccine storage and handling.

- To fulfill this requirement, vaccine managers and alternate vaccine managers at enrolling VFC provider facilities must complete two web-based training modules offered by the CDC Training and Continuing Education System (TCE). The two modules are:
 - *Vaccines For Children (VFC)*
 - *Vaccine Storage and Handling*
- You must complete the education requirement prior to completing your enrollment.
- You must have an account with the CDC TCE to register for and complete the modules.
- Upon completion of each training module, you will receive a certificate of completion. To receive credit for completing the modules, fax the certificates to the Immunization Program (442-4848) (See Section 2 for detailed instructions).
- Please note that the entire *You Call the Shot* training series on the CDC TCE is open to anyone, anytime. We encourage providers to use this resource to train staff on immunization topics.
<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

2. INSTRUCTIONS

PLEASE NOTE: The CDC administers the CDC TCE and the *You Call the Shots* training series. We cannot trouble-shoot technical issues with these websites. If you experience technical difficulties, contact the CDC TCE at 800-41-TRAIN or CE@cdc.gov. For continuing education-related issues contact MBarnett2@cdc.gov.

Registering with the CDC Training and Continuing Education System

1. If you created an account on the CDC TCE last year for Annual Provider Education, then you do not need to create a new account. However, you will need to remember and/or retrieve your login credentials.
2. If you need to create an account, go to: <http://www2a.cdc.gov/TCEOnline/>
3. Click **New Participant** and enter your personal information. Click **Submit**.
4. Enter a login name and click **Submit**. The system will send a temporary password to the email address you provided with your personal information. When you receive your temporary password, click **Next**.
5. Enter your login and temporary password. Click **Submit**.
6. Enter a permanent password. Confirm your permanent password. Click **Submit**.
7. You are now registered with the CDC TCE.
8. If you are ready to begin a training module, click on the "To proceed...**Click Here**." link.

Registering for the Training Modules

1. If you came directly from the CDC TCE registration page, you will see the Online Search page shown below.


2. To reach this screen when not proceeding directly from the CDC TCE registration page, go to <http://www2a.cdc.gov/TCEOnline/> . Click **Participant Login**. Enter your login and permanent password, and then **Log In Now**.
3. On the next screen, click **Search & Register**. The Online Search page will appear.
4. Once on the Online Search page (shown below), under **2) Keyword Search** enter either:
WB2596 – Course number for the *Vaccine Storage and Handling* module; or
WB2597 – Course number for the *Vaccines For Children* module.


Online Search

You can view what currently exists on our system by selecting one of the three search options below.

Search Options		
1) Date Search View what is on our calendar by selecting a date.	2) Keyword Search Enter a keyword or course number.	3) Display All Select this option to view everything.
October ▼ 2013 ▼ View	<input type="text"/> View	View

PLEASE NOTE: You must complete both modules to fulfill the VFC Education Requirement.

5. Click **View**. A link to the training module will appear under the search screen proceeded by the Continuing Education icon.  Click the link.

 **Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based) (WB2124)**
This module is the tenth in a series titled Immunization: You Call the Shots and focuses on storage and handling requirements for vaccines.

The series has been available since the mid-nineties in various formats. Previously available as a CDrom [\[more\]](#)

6. Scroll to the bottom of the page and select a continuing education option.

PLEASE NOTE: You can simply “Audit” the class to fulfill the VFC provider training requirement. However, continuing education credits are available for certain professionals. Choose the most appropriate option.

7. Click **Submit**.
8. Complete the education survey on the next page and click **Submit**.
9. If you want to register for the second course, select **Click Here** if you have **NOT** completed the course and you would like to be redirected to the Participant Services page. Repeat steps 3–10 for the second module.
10. Once registered for both courses, select **Click Here** to end your session and log off.

Taking the Training Modules

1. Required materials:
 - a. Computer with an internet connection
 - b. 2015 VFC Provider Education Program handout (this document)
 - c. Current *VFC Provider Handbook/Vaccine Management Plan*
2. To take the Vaccines For Children module go to:
<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>
To take the Vaccine Storage and Handling module go to:
<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
3. Once on the module information page, scroll down and click **Continue**.
4. Follow the instructions and use the navigation buttons to complete the course. If the module refers to



the State Immunization Program for more information or displays this icon refer to the appropriate heading in the Supplemental Information section (Section 3 of this document) for more information.

5. Near the end of the module, a screen will appear with the course number and a verification code (see below for an example). The verification code is specific to your session. Record the numbers for future use.


To receive CE credit, you will need the course number and verification code. Please print this screen or write these numbers down for later reference.

For additional information and instructions, [click here](#).

Course Number: WB2219
Verification Code: YCTSVFC16

6. At the Course Complete screen, follow the link to the CDC TCE to receive your certificate of completion and CE credit, if applicable. (<http://www2a.cdc.gov/TCEOnline/>).
7. Click **Participant Login** and enter your login and password.
8. Click on **Evaluations and Tests**, then **Scheduled Self-Study Courses**, and then the **Take Evaluation** link for the module.
9. Enter the Verification Code from your training module and click **Submit**.
10. Complete the survey.
11. Return to the **Participant Services** screen (menu on left). Click **Transcript & Certificate**.
12. The course you just completed should be listed with a status of “completed.”
13. Click the **Certificate** link. Print your certificate and FAX to 442-4848. Please put the **name of your clinic and your VFC #** on your FAX.
14. Repeat steps 1–13 for both training modules.

4. SUPPLEMENTAL INFORMATION

While completing the training modules, whenever you see this icon  or instruction to contact your state immunization program, refer to this section for Montana-specific information.

Vaccines for Children Module

VFC Provider Enrollment – Provider Profile Form

Please refer to the *Provider Profiles – Immunization Patient Numbers for Re-enrollment* section on Page 17 of your *VFC Provider Handbook* for information on acceptable ways to generate provider profile numbers.



VFC Eligibility – State vaccine-eligible

In Montana, only Federally Qualified Health Centers (FQHCs) and Rural Health Clinics (RHCs) can serve underinsured children, as defined by the VFC Program. See Section 4, page 15 of your *VFC Provider Handbook*.



VFC Eligibility – Provider responsibility to screen for VFC eligibility

The Montana Immunization Program follows the CDC document retention requirement of three years. See page 8 of your *VFC Provider Handbook*.



Complying with the ACIP Immunization Schedule – ACIP's Role in the VFC Program

For information on Montana school immunization laws and exemptions go here:

<http://www.dphhs.mt.gov/publichealth/immunization/schoolresources.shtml>

For information on Montana childcare requirements and exemptions go here:

<http://www.dphhs.mt.gov/publichealth/immunization/childcare.shtml>



VFC Record Maintenance

The Montana Immunization Program follows the CDC document retention requirement of three years. See page 8 of your *VFC Provider Handbook*.



VFC Supplied Vaccine – Vaccine administration fees

The maximum regional charge set for the Montana VFC vaccine administration fee is \$21.32 per vaccine (not per antigen in combination vaccines). Please see Section 3, page 13 of the *VFC Provider Handbook*.



Vaccine Borrowing

The rules on vaccine borrowing in the Montana VFC Program can be found in Section 16, page 67 of the *VFC Provider Handbook*. **PLEASE NOTE:** The rules governing vaccine borrowing in the Montana VFC Program were updated in 2014. Please review the new policy on page 71 of your *VFC Provider Handbook*.

**Vaccine Information Statements**

Please see Section 6, page 25 of the *VFC Provider Handbook* for information on Vaccine Information Statements or refer directly to the CDC VIS webpage (<http://www.cdc.gov/vaccines/pubs/vis/default.htm>).

**Vaccine Information Statements – VAERS Reporting**

Please see Section 6, page 25 of the *VFC Provider Handbook* for information on the Vaccine Adverse Event Reporting System (VAERS).

**Storage and Handling – Temperature monitoring and documentation requirements**

In addition to the CDC requirements, the Montana Immunization Program requires submission of cold chain certification in imMTrax prior to reconciling inventory and ordering vaccines. Please refer to sections 13 (page 49) and 14 (page 57) of the *VFC Provider Handbook* for information on Montana temperature monitoring requirements.

**Vaccine Management – Vaccine Ordering**

VFC providers in Montana order vaccine through imMTrax the state immunization information system. See Section 15, page 61 of the *VFC Provider Handbook*.

**Vaccine Management – Procedures for receiving vaccine**

See Section 15, page 65 of the *VFC Provider Handbook*.

**Vaccine Management – VFC provider staff**

The Montana Immunization Program requires notification of change of provider VFC vaccine manager and alternative manager. See Section 2, page 10 of the *VFC Provider Handbook*.

**Vaccine Management – Vaccine management plans**

Sections 11–17 of the *VFC Provider Handbook* serve as your routine vaccine management plan. Section 12 that has been completed, reviewed, and posted to your vaccine storage units, serves as your emergency vaccine management plan.

**VFC Compliance Site Visits and Provider Education – VFC provider education**

The Montana Immunization Program requires the vaccine manager and alternate manager at all VFC provider facilities to complete the *Vaccine for Children and Vaccine Storage and Handling* online modules offered by the CDC TCE in addition to a webinar on using State-supplied data loggers. The training requirement must be completed prior to re-enrollment at the turn of each calendar year.

Vaccine Storage and Handling Module

This module contains CDC “recommendations” for vaccine storage and handling, some of which may not be requirements in the Montana VFC Program. We attempted to clarify this in the information below. Please contact the Immunization Program if you still have questions (hhsiz@mt.gov 444-5580).



Storage and Handling Plans

For Montana VFC providers sections 11-17 of your *VFC Provider Handbook* serve as your routine vaccine Storage and Handling Plans. Section 12, when completed, reviewed, and posted to vaccine storage units, serves as your emergency plan. We encourage providers to develop facility-specific policies, checklists, and job aids to ensure that vaccine is handled and stored appropriately.



Personnel

The Montana Immunization Program refers to provider points of contact for the VFC Program as “Vaccine Managers” and “Alternate Vaccine Managers.” The vaccine manager and alternate manager at all VFC provider facilities must complete annually the *Vaccine for Children* and *Vaccine Storage and Handling* online modules offered by the CDC TCE in addition to a webinar on using State-supplied data loggers. The training requirement must be completed prior to re-enrollment at the turn of each calendar year.



Storage Equipment – Stand-alone Storage Units

Starting October 1, 2013, the Montana Immunization Program prohibits VFC providers from acquiring new or replacement storage units that are combined refrigerator/freezers where both compartments will be used to store vaccine. Providers currently using the refrigerator and freezer in a combined unit can continue to do so as long the units have been approved by the Immunization Program (see *Storage Unit Approval*, Section 15, page 53 of your *VFC Provider Handbook*) and the data loggers show that they reliably hold vaccine storage temperatures. However, if you are a new provider or are obtaining new or replacement equipment, you must follow the recommended best practice and obtain stand-alone units. Please see Section 13, page 49 of the *VFC Provider Handbook* for complete information on vaccine storage units.



Storage Equipment – Thermometers

The Montana Immunization Program supplies all VFC providers with digital thermometers called “data loggers” that meet the CDC recommendations for vaccine temperature monitoring. Data loggers distributed by the Immunization Program come with a CDC-compliant calibration, and the Immunization Program will contact you when the devices are due for re-calibration. Please see Section 14, page 57 of the *VFC Provider Handbook* for more information on our thermometer policy.



Storage and Handling Practices – Paper Temperature Logs

The Montana Immunization Program requires VFC providers to log twice-daily temperatures on Montana-specific paper temperature logs, which can be found on our website at:

Refrigerator:

<http://www.dphhs.mt.gov/publichealth/immunization/documents/TemperatureLogRefrigerator.pdf>

Freezer:

<http://www.dphhs.mt.gov/publichealth/immunization/documents/TemperatureLogFreezer.pdf>

Page 3 of each monthly temperature log is a “Storage Unit Trouble-shooting Log” where provider must record issues with vaccine storage units (temperature excursions, unit malfunctions, dial adjustments etc.) and actions taken to address them. Please see Section 13, page 54 of your *VFC Provider Handbook*, “Routine Temperature Monitoring.”



Storage and Handling Practices – Responding to Out-of-range Temperatures

VFC providers must take action if:

- They register a red warning light on their data logger or out-of-range indication if using other compliant thermometers.
- They record a current or min/max out-of-range temperature on their temperature logs.

Providers experiencing the out-of-range temperature indications listed above should immediately obtain a Vaccine Incident Report from www.immunization.mt.gov and follow steps 1–6 on the report. Then call or email the Immunization Program immediately—444-5580 or hhsiz@mt.gov. Do not complete the entire Vaccine Incident Report until you have consulted with the Immunization Program.

All temperature excursions must be documented either through a completed and submitted Vaccine Incident Report or an entry in the Vaccine Storage Unit Trouble-shooting Log (third page of paper temperature log), depending on the circumstances and guidance from the Immunization Program.



Inventory Management

Montana VFC providers manage their VFC vaccine inventory in imMTrax. Please see Section 15 of the *VFC Provider Handbook* for details on managing and ordering VFC vaccine.